



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

DIVISION OF ACCELERATING SCHOOL PERFORMANCE OFFICE OF STUDENT, COMMUNITY & ACADEMIC SUPPORT

COORDINATOR, ENGLISH LANGUAGE LEARNER (ELL) EDUCATION PROGRAM

Salary range Min \$64,680 – Mid \$84,085

Posting Period: October 3 -17, 2011

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

**Subject to FTE approval and available funding*

(Position is part of Local 2012, AFT)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION

TITLE: Coordinator, English Language Learner (ELL) Education Program

GENERAL STATEMENT OF DUTIES: Incumbent is responsible to coordinate and ensure program effectiveness through state and federal ELL regulations and district policies; coordinates ELL education activities with other divisions and departments; to manage categorical programs & grants and serve as the primary agency contact for the US Department of Education and state programs for English Language Learners.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Participates in the establishment of performance goals, responsible for performance coaching and employee development and participates in the assessment of the performance of staff assigned and /or in peer colleague review as appropriate related to the ELL program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Develop and implement goals and objectives for ELL education in Rhode Island; assist in the development of policies and procedures; evaluate programs in accordance with established goals and objectives, communicate the goals with involved constituencies and assess effectiveness of the implementation of the goals.

Create and sustain a professional development and technical assistance program for all ELL district coordinators/directors and the Rhode Island Department of Education (RIDE) staff to enable them to fulfill their roles and responsibilities associated with the design and implementation of ELL programs.

Provide oversight and/or direction of the ELL discretionary and non-discretionary grant program funds.

Serve as the primary RIDE contact for the ELL Advisory Committee; coordinate all the committee activities in collaboration with the Leadership Team of the committee. Support committee in the development and dissemination of all reports, communication and policy recommendations.

Lead, support, and collaborate on policy development associated with ELL within and outside of RIDE.

Manage the ELL monitoring system, coordinate and schedule site visits, generate reports and monitor compliance with all Local Education Agencies (LEAs) in coordination with other RIDE monitoring activities.

Coordinate the collection of data and generation of reports for ELL with internal RIDE departments, LEAs and other public and private organizations.

Coordinate the development of research based ELL instructional programs and materials and make recommendations to LEAs concerning the use of effective interventions and curriculum.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

Participate in relevant ELL meetings and conferences, coordinate with national and regional technical assistance centers and promote the development of projects of national relevance in Rhode Island.

Perform related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, regulations and non-regulatory guidance associated with ELL.

Knowledge of standards-based curriculum, instruction, and assessment and applied learning, with an emphasis scientifically based research and proven practices associated with the instruction and assessment of English Language Learners.

Knowledge of the principles for improving educational results for students at-risk of school failure.

Knowledge of systems of professional development, educational technology, school district and school operations, strategic planning, and effective family and community involvement strategies.

Skilled in integrating Federal ELL provisions with applicable State provisions and/or RIDE initiatives into a coherent whole.

Skilled in preparing and approving District grant applications and implementing and evaluating discretionary and non-discretionary grants.

Skilled in conducting, reading, and summarizing complex studies, analyzing and evaluating data and preparing reports.

Demonstrated experience in speaking in public and representing a public agency with constituents.

Skilled in working collaboratively on a wide range of topics and issues with diverse groups of people.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Master's Degree in Education or a related field.

EXPERIENCE: Five years of related program design or administration experience.
and/or any combination of knowledge, skills and experience that is substantially equivalent.
Candidates with second language proficiency will receive additional consideration.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2011